	STANDARDS AND PROCEDURES	
ARIZONA DEPARTMENT OF ADMINISTRATION		INFORMATION SERVICES DIVISION

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1. STANDARD

The Payroll Warrants are printed on the Xerox 4625MX MICR Printer for Payroll Services. The MICR Printer produces these warrants with the signatures of authorized agents.

1.1. Summary of Standard Changes

1.2. Purpose

Printing, security and general operator procedures are addressed on the following pages. Needless to say, the high visibility and importance of producing accurate and acceptable warrants is a high priority for the I/O Operations Section.

1.3. Scope

1.4. Responsibilities

1.5. Definitions and Abbreviations

1.6. Description of Standard

SECTION 21596.01   POLICY

1. Operations will ensure that for any changes made to these procedures, a copy will be forwarded to all the listed individuals, with advanced notice of the changes made. These individual are:

> Ken Smart GAO
> Lee Lane DRM(Security)
> Operations Supervisors
> Mohammad Khaksari (HRIS)

2. The Payroll LOGO Disk. a copy of the procedures, the Payroll Warrant check sign-out log and Payroll Logo sign-out deletion log, will be kept locked in the I/O Operations vault.

3. Access to the vault will be limited to permanent state employees of the DOA Data Center Operations Staff.

4.   Two people are required to gain access to the Logo Diskette cabinet, located in the I/O vault. One must be either: I/O Supervisor, Host Operations Supervisor, Operations Manager, or designate. Second person must be a permanent state employee.

5.   The "Disk File" which contains the LOGOS necessary for printing of payroll warrants will be secured at all times. Two keys will be maintained for gaining access to the disk file, one will be kept in the I/O section in the locked key box. The backup key will be located on the third floor in the locked key box in the Operations Supervisors office. This key will be signed out by authorized personnel only.

6.   A log will be required for audit purposes; this will be signed and countersigned by two people. See payroll warrant log procedures 21596.03 for more information. Warrants will be printed per procedures 21596.05.

SECTION 21596.02   RESPONSIBILITY/ACTION

I/O Supervisor, Host Operations Supervisor, Operations Manager, or designate will perform the following:

1.   Obtain warrant paper stored in the vault. Each box will be marked. Use in sequential order.

2.   Obtain warrant vault key from the lock box in I/O Supervisor's office. Sign out the key in the log.

3.   Remove floppy disk which contains the "Payroll LOGO" from the locked box in the I/O operations vault.

4.   The Supervisor or Operator will load the floppy to the Xerox giving the appropriate command to load the payroll LOGO. After completion of the job, return the floppy to the vault. The supervisor or designate will sign and the operator will countersign the payroll logo sign-out/deletion log.

5.   Supervisor or designate should check for the following data if applicable.

   A.   The warrant paper is stored in the vault. The boxes are in sequential order. The paper is preprinted with numbers located on the upper left corner of the paper. Loading the paper in the Xerox Printer requires extreme caution.

   B. First warrant number using the MICR inscribed digit warrant number on the bottom left corner with the MICR Decoder.

NOTE: An I/O operations operator must verify the form lineup is correct to ensure information contained on the warrant stub is correct.

C. Red warrant numbers in back must be consecutive. If there is a break in the printed warrant numbers, the I/O Supervisor must be notified for restart directions.

6. Print warrant as required (see warrant printing section 21596.05).

7. Make proper entry on Payroll Warrant Control Sign-out Log. See section SEC21596.03 for proper procedure.

8. Void printed warrants used in printer lineup.

9. Return all warrants, used, unused, and voided to the supervisor along with the serial number receipt. Fill-in the balance sheet, total numbers must balance.

10. Verify Payroll Warrant Control Sign-out Log entry against warrants used and voided. Ensure that log has been signed by the individual who printed the warrants.

11. Sign Payroll Warrant Control Sign-out Log.

12. Log Warrant Numbers on Warrant Serial Number Receipt.

13. Ensure Payroll Warrant Control Sign-out Log entries are complete and that dual signature control has been maintained.

14. Ensure the serial number sequence is maintained, sign/countersigned procedures are completed and that the appropriate entry in the Payroll Warrant Control Sign-out Log has been made.

15. Return warrant vault keys to the appropriate area.

16. Verify warrant numbers on warrant transmittal and countersign both. Distribute good and voided warrants as instructed by documentation. The warrants will be strapped and two copies of Serial Number Receipt will be sealed along with the warrants.

DELIVERY

The agreed delivery time is 0900, if for any unspecified reason I/O Operations cannot make this set delivery time, the I/O Supervisor or designate must contact GAO. Control by 0700 to forewarn them that a problem exists. The phone number is 542-0372 or 542-2122.

It is mandatory that two members of the I/O Operations staff deliver the payroll warrants to GAO. If the staff is unavailable, the I/O supervisor will contact the operations supervisor in order to obtain an additional person for the delivery. Under no circumstances will only one staff member deliver the payroll warrants.

At GAO, the I/O operations personnel will wait for GAO personnel to perform verification of warrants. GAO personnel will sign and return the serial number receipt (form DOADC-7) to the I/O Operations Personnel. If GAO personnel are unavailable to perform this function, the checks will be returned to the Data Center and locked in the I/O operations vault. GAO will be called and a time for the drop off of the warrants will be obtained.

SECTION 21596.03   SECURITY

1.   Payroll Logo Disk: The Payroll Logo Disk will be secured at all times in the vault located in the I/O section. The I/O supervisor is assigned the responsibility for the security of the Payroll Logo Disk.

2.   Limited Access: Vault combinations will be given to authorized individuals only. A list of those individuals given authority to access the vault will be maintained by the first shift I/O supervisor (form DOADC-223). The combination to the vault will be changed the first of each quarter of the year and each time authorized individuals leave DOA employment (Form DOADC-223).

3.   The individual responsible for the printing of the warrants must maintain control of the warrants until they are boxed, sealed and sent to the Payroll Division. The I/O Supervisor, Host Operations Supervisor, Operations Manager, or designate are responsible for ensuring that all procedures are followed. All permanent I/O operators are authorized to perform printing, verifying, boxing and sealing.

4.   All reruns, voids, soiled or any other unusual procedure activity involving the warrants or warrant numbers must be completely described and recorded in all the Control Logs and sent along with the warrants to GAO. A problem report must be generated describing the discrepancies to GAO.

5.   In the event that the original Payroll Logo Floppy Diskette is ruined, destroyed, or otherwise determined useless, it must be cut into pieces and sent to GAO for destruction. The duplicate Payroll Logo Floppy Diskette will be utilized in the event of an emergency. The I/O Supervisor, Host Operations Supervisor, Operations

Manager, or designate will have access to the duplicate diskette which will be locked in a secured area.

Three Logo's and two forms must be maintained for security/audit purposes. The Logo's and forms are:

1) DOADC-29   Key sign-out log
2) DOADC-224P   Payroll Warrant Control Sign-out Log
3) DOADC-219   Payroll/AFIS Logo Sign-out/Deletion Log
4) DOADC-7   Serial Number Receipt
5) DCPAY   Balance Sheet

SECTION 21596.04   PAYROLL WARRANT LOG ENTRIES

Computer Operations DOADC-29 Key Sign-Out Log

This log must be completed whenever the warrant vault key is signed out by an authorized individual. This log will provide a list of persons accessing this key.

1. Date key was signed out
2. Time key was signed out
3. Time key was signed back in
4. The initials of the I/O operations supervisor, Host operations supervisor, Operations manager or designate who opened the lock box and oversaw the key sign out procedure.
5. The second initials must be a permanent state employee operator. This person's name must appear on the vault access list (form DOADC-223) maintained by the first shift I/O operations supervisor. See section 21594.04 security.

Computer Operations DOADC-219 Payroll Logo Sign Out / Deletion Log

This log must be completed whenever the payroll logo is removed from the vault.

The following information is completed immediately upon removing checks from the vault.

1. Date Payroll Logo removed from the vault
2. Time Payroll Logo removed from the vault
3. Initials of I/O supervisor, Host Operations Supervisor, Operations Manager or designee.
4. Initials of permanent State Employee I/O Operations

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The following information is completed immediately upon returning the payroll logo back to the vault.

1. Time Logo placed back in the vault
2. Initials of I/O Supervisor, Host Operations Supervisor, Operations Manager or designee who made sure the Logo's were deleted.

Computer Operations DOADC-224 Payroll Warrant Control Sign-Out Log

This form must be completed whenever valid Payroll Warrants are produced.

When Payroll Warrants are removed from the I/O Operations vault, the following information must be completed: (see below for after completion of printing).

1. Date Payroll Warrants signed out
2. Initials of I/O Supervisor, Host Operations Supervisor, Operations Manager or designee
3. Initials of permanent State Employee I/O Operations Operator

Upon Completion of Printing Warrants:

1. Beginning Red Warrant Number – This number is the first setup warrant printed.
2. Ending Red Warrant Number – This number is the last setup warrant printed.
3. Date Payroll Warrant Printed
4. Job Number
5. Warrant Serial Number Receipt
6. Beginning Red Warrant Number – This number is the first setup warrant printed.
7. Ending Red Warrant Number – This number is the last setup warrant printed.
8. Initials of I/O Supervisor, Host Operations Supervisor, Operations Manager or designee.
9. Initials of Permanent State Employee I/O Operations Operator

When Warrants are ready to be returned to the I/O Operations vault:

1. Date Payroll Warrants signed in
2. Initials of I/O Supervisor, Host Operations Supervisor, Operations Manager or designee
3. Initials of permanent state employee I/O operations operator

Computer Operations DOADC-7 Serial Numbered Receipt

This Log must be completed whenever Warrants are produced and transported to GAO Control.

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1. Date Payroll Warrants Produced
2. Job Number
3. Initials of I/O Operator who produces form this form is also used to transport AFIS Warrants and Direct Deposits
4. Beginning Red Payroll Warrant Number
5. Ending Red Payroll Warrant Number
6. This form must be completed and wrapped with the Payroll Warrants for transportation to GAO Control.

If errors are made in any logs, the following procedures must be followed:

1. The I/O Supervisor, Host Operations Supervisor, Operations Manager or designee must draw a single line thru the entire entry. The initial of this responsible party must be entered at the end of the line.

2. An entry in the I/O turnover book must be made explaining what the error was and how it occurred.

3. A copy must be made of the turnover log and the original placed in the payroll in the payroll check log where the error occurred. A copy of these procedures will be in each check log.

   The following errors must not occur:

   1. Overwritten entry – when a logging error is made and an attempt is made to correct the error by overwriting the entry.

   2. Unreadable entry – all entries must be in a readable

      Format to allow audit procedures to take place.

   3. Use of white-out to correct errors is prohibited

   Errors that must include writing a problem report:

   1. Check numbers do not match – when making an entry the previous payroll warrant number must match showing a continuous numbering of payroll warrants. If an error is found, the current entry must be logged; an entry is made in the I/O turnover log and a problem report written.

   2. If jams on the Micr Printer cause duplicate payroll warrants or a need for hand-written payroll warrants, a problem report must be written and assigned to the operations manager. The Remedy Ticket should be placed in the closed

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problem reports area. Notify both the Data Center Manager and Operations Manager via email of the Remedy Ticket. This must be completed to provide documentation for both the Data Center and Payroll.

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SECTION 21596.05   PAYROLL WARRANT LOG ENTRIES

1.   Get key #8 from the key box behind the door in the supervisor office. Sign for the key on the DOADC-29 key sign out log.

2.   Select the carton with the lowest preprinted numbers.

3.   If more than one carton is required, select the cartons in descending order.

4.   Determine if there are any partial reams left from the prior run. These will be the forms that will be on the top of the input trays.

5.   Determine how many full reams you are going to place into trays 3 and 4.

6.   Place the reams in tray 3 and 4 with the highest number form being at the bottom and the lowest number form being at the top.

7.   Top-off the input tray with the forms mentioned in step #4.

8.   Commence printing checks in normal fashion.

9.   When printing stops and more warrant forms are needed, remove forms remaining in tray 3 or 4.

10.   Do steps 4 and 5. Place on the top forms from step 9.

11.   When printing is complete; remove forms from tray 3 and 4, wrap and put with next case of warrant forms to be used.

12.   Gets the binder containing the procedure, floppy diskette from the locked box, and instructions from the vault. Make sure you sign out the 'LOGO' on the DOADC-219 payroll logo sign-out/deletion log.

13.   Put the Xerox Printer (4635MX MICR) offline. At the Xerox Console enter:

"OFFLINE"

14.   Logon to the Micr Printer. At the Xerox Console enter:

"LOG 3 ANALYST"

15.   Check barcode at the Xerox Console enter:

      A.   Open up top to make sure the Bar Ali is set at (.6) the red line and black line should line up evenly.

      B.   Unload Aux-Tray and leave unloaded until warrants are completed.

      C.   Unload tray 1 and leave unloaded until warrants are completed.

      D.   Once the Bar Ali is correct, place the warrant paper in tray 3 and 4 face up and blue warrant portion facing north or away from you.

16.   Insert the "PAYROLL LOGO" floppy disk in the 4635MX Controller.

17.   At the IBM Console, set the printer up for warrants, the form name is "PWAR" for more information on printer commands refer to section 21514.2.

18.   Duplicate a copy of the warrants and place copy in class "Z" and place in hold.

19.   Now we are ready to start the Xerox Printer, at the Xerox Console enter:

"@PAY3"

NOTE: The system will prompt with four questions. If all four actions have been completed, enter the "Y" command. The system then loads all files from the floppy. When the files are loaded the following message appears:

"******ATTENTION YOU MAY REMOVE CHECK RESOURCE FLOPPY*****

You can then remove the floppy.

20.   As soon as the warrants start to print, stop the Xerox Printer and verify the warrants.

21.   When warrants are done printing, enter the command "END." The job will end then the system will automatic delete all

"FONTS, FORMS, AND LOGO'S"

22.   Remove all warrant paper from the printer.

23.   Feed "MAIN" (3 HOLE PAPER).

24.   Now you are ready to print the "AUDIT LOG REPORT".

25.   Go to System Control ICON (The Terminal ICON).

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26.   Select "AUDIT LOG"

27.   Select "PAYCHK" then click the "Print"

28.   At the "AUDIT LOG PRINT OPTIONS" click "DETAIL" AND "ALL"
        Then click apply/close the report will then print.

29.   You can "CLOSE ALL" windows

30.   Send "AUDIT REPORT" with warrants

        NOTE: If printer jams, remove all purge sheets from purge bin and send with
                       audit report reprint and blanks.

31.   After the warrants and audit report are done, verify that there are no duplicate or
        damaged warrants by visually checking. Void all duplicated/damaged warrants. Send
        all warrants, banner pages, and accounting page to payroll with audit report.

32.   Use the form DC224P Payroll Warrant Control Log. This will help in keeping track of
        the warrants printed. Make a copy and send to GAO with the printed warrants.

33.   Take the printed warrants and record the information needed for the logs. Box the
        warrants, banner pages, duplicate/damaged, the verified warrant and printed results
        of verification with the strapper.

34.   Put the warrants and the logs to be signed by the authorized signer as received in
        the vault until delivered.

35.   Put the floppy diskette back in the file box and lock it. Place the procedures binder in
        the cabinet and sign the "LOGO" back in on the sign in/out sheet. Place the key to
        the diskette file box in the lock key box in the I/O section.

All damaged or improperly printed payroll warrants will be voided. Voided, good and
damaged warrants will be wrapped and sent with the Serial Numbered Receipt, form
DOADC-7.

1.   If payroll warrants are damaged or improperly printed, the supervisor must be notified
        of the error immediately.

2.   The damaged or improperly printed payroll warrants will be voided by the I/O
        Operations Operator.

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3.   The I/O Supervisor will follow warrant log procedures indicating the error on the Serial Number Form Receipt under comments.

SECTION 21596.06   DEPOSIT WARRANT PRINTING

1.   Get key #8 from the locked key box in the I/O section. Sign for the key on the DOADC-29 key sign out log.

2.   Sign all books and Serial Number Sheets.

3.   Load No-Hole Paper into bins 1, 3 and 4.

4.   Put the Xerox Printer (4635MX MICR) offline, at the Xerox Console enter:

"OFFLINE"

5.   Logon to the MICR Printer, at the Xerox Console enter:

"LOG 3 ANALYST"

6.   Check Bar Code at the Xerox Console enter:

A.   Open up top to make sure the Bar Ali is set at (.6) the red line and black line should line up evenly.

7.   At the Console enter:

"FEED MAIN"

8.   Insert the "DEPOSIT LOGO" Floppy Disk in the 4635MX Controller.

9.   At the HDS Console, set the printer up for deposits, the form name is **"DIRD"** for more information on printer commands refer to section 21514.2.

10.   Duplicate a copy of the deposits and place copy in class **"Z"** and place in hold.

11.   Now we are ready to start the Xerox Printer, at the Xerox Console enter:

"@DEP3"

NOTE: THE SYSTEM WILL THEN ASK YOU "FOUR" QUESTIONS, IF ALL FOUR HAVE BEEN DONE ENTER THE COMMAND "Y" THE SYSTEM

WILL THEN LOAD ALL FILES FROM THE FLOPPY. WHEN ALL FILES HAVE BEEN LOADED INTO THE SYSTEM YOU WILL SEE IN ASTERISK

"**ATTENTION YOU MAY REMOVE CHECK RESOURCE FLOPPY****"**

You can then remove the floppy.

12.   When Deposits are done printing enter the command **"END"** the job will end then the system will automatic delete all

"FONTS AND FORMS"

13.   Remove all no-hole paper from Tray 1, 3, and 4.

14.   Feed "**MAIN"** (3 Hole Paper).

15.   Now you are ready to print the "**AUDIT" Log Report**

16.   Go to system control ICON **(The Terminal ICON)**.

17.   Select **"AUDIT LOG"**

18.   Select **"DIRD"** Then click **the "PRINT"**

19.   At the **"AUDIT LOG PRINT OPTIONS**" Click **"DETAIL"** and **"ALL"** then click apply/close the report will then print.

20.   You can **"CLOSE ALL"** Windows

21.   Send **"AUDIT REPORT"** with Deposits

   NOTE: If printer jams remove all purge sheets from purge bin and send with audit report reprints and blanks.

22.   After the deposits and audit report are done, verify that there are no duplicate or damaged deposits by visually checking. Void all duplicated/damaged warrants. Send all deposits, banner pages, and accounting page to payroll with audit report.

23.   Use the form DC224P Payroll Warrant Control Log. This will help in keeping track of Deposits printed. Make a copy and send to GAO with the printed warrants.

24.   Take the printed deposits and record the information needed for the logs. Box the deposits, banner pages duplicate/damaged, the verified deposits and printed results of verification with the strapper.

25.   Put the deposits and the logs to be signed by the authorized signer as received in the vault until delivered.

26.   Put the floppy diskette back in the file box and lock it. Place the procedures binder in the cabinet and sign the "LOGO" back in on the sign in/out sheet. Place the key to the diskette file box in the locked key box in the I/O

All damaged or improperly deposit payroll warrants will be voided. Voided, good and damaged deposits will be wrapped and sent with the Serial Numbered Receipt, form DOADC-7.

1.   If deposits are damaged or improperly printed, the supervisor must be notified of the error immediately.

2.   The damaged or improperly printed deposit warrants will be voided by the I/O operations operator.

3.   The I/O supervisor will follow deposit log procedures. Indicating the error on the Serial Number Form Receipt under comments.

SECTION 21596.07   AUDIT

WEEKLY AUDIT

1.   The I/O Supervisor/Host Operations Supervisor will perform a weekly audit on a rotational basis. The audit will include:

1)	DOADC-29	Key Signout Log
2)	DOADC-219	Payroll Logo Signout/Deletion Log
3)	DOADC-224p	Payroll Warrant Control Signout Log
4)	DOADC-7	Serial Number Form Receipt Log

The purpose of the audit is to ensure that all policies and procedures are followed and that an audit trail can be followed from obtaining the key to unlock the Logo Diskette; To remove the Logo Diskette and Warrants from the I/O operation vault; Correctly log the Warrants printed; replace the diskette and unused checks in the I/O vault; strap and prepare checks for shipment to GAO.

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The results of the Weekly Audit are forwarded to the Operations Manager, who will contact the Supervisor of the Employee(s) involved. No formal report is created via the Weekly Audits, these Audits are performed to ensure that procedures are followed and if procedures are not followed, the supervisors are quickly notified and work to solve any problems.

QUARTERLY AUIDIT

1)	DOADC-29	Key Signout Log
2)	DOADC-219	Payroll Logo Signout/Deletion Log
3)	DOADC-224p	Payroll Warrant Control Signout Log
4)	DOADC-7	Serial Number Form Receipt Log

The purpose of the Audit is to ensure that all policies and procedures are followed and that a Audit Trail can be followed from obtaining the key to unlock the Logo Diskette, to removing the Logo Diskette and Warrants from the I/O Operations Vault, correctly Log the Warrants printed, to replacing the Diskette and unused checks in the I/O vault strapped and preparing checks for shipment to GAO.

The results of the Quarterly Audit are forwarded to the Data Center Manager. The Operations Manager will send a memo to the Supervisor of each individual cited in the results of the Audit. A copy of the Audit, the memos sent to employees and the responses from the employees.

SEMI-ANNUAL AUDIT

1. An Audit of the processes and written procedures will be conducted on a Semi-Annual basis by the security area. The Audit Report will be sent to the Data Center Manager.

2. The Data Center Manager shall require a written response to all findings and recommendations. The report and responses will be forwarded to DOA Information Services Division Assistant Director for Review.

3. The Assistant Director of Information Services Division after review shall forwarded the report to DOA Finance Division for review.

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SECTION 21596.08   BACKUP AND RECOVERY

Payroll Warrants are to be delivered to finance (GAO) by 09:00 A.M. If the DOA Data Center 4635MX Micr Printer is down and cannot be repaired in time, the I/O Supervisor will notify DES Control at 542-4812 of our need to use their 4635MX Micr Printer. Approval by DES Control must be given prior to performing the following:

1.   Call DES Control and obtain permission to use their Micr Printer.

Host to Host

2.   A.   Host to Host transfer will be done to print the payroll warrants at DES. This is done by routing the Warrant output "PWAR" to DES. While in SDSF simply overtype the "LOCAL" with "N44" and overtype the output class "5" to "H". The job has to be out of the hold QUE, otherwise the transfer will not work.

Download Tape

B.   If Host to Host transfer is not possible, the following is still an option. Call the operations Help Desk and have them create a cartridge of the file. The dataset name is given operations the job number for "PWAR" for downloading.

3.   The I/O Supervisor will take the following items to DES Control:

A.   The Floppy LOGO'S Diskette
B.   The Floppy DOATST.JSL Diskette
C.   Warrant Paper
D.   The cartridge (file) from DOA to be downloaded at DES, if tape downloading is required

4.   Des Control Personnel will operate their own equipment. The Des Control Employee will follow the steps outlined at the end of this section. (Des Procedures). After the warrants are printed. The supervisor will verify that Des System have deleted all "LOGO'S"

   NOTE: Two DOA Employees are required to go to DES Control; one must be the Supervisor and an appointed employee. It will be the supervisors responsibility to sign out the floppy (LOGO'S) diskette. This function will be mandatory with no exceptions.

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INSTRUCTION TO DES

All security and control measures will be followed as per procedures. It is the supervisors or page printer coordinators responsibility to make sure the warrant file (copy) is deleted from the system and the Logs are taken off the MICR Printer when done.

1.   Check the Bar Code at the Xerox Console:

   A.   Load the Aux-Tray with **"NO-HOLE"** Paper.

   B.   Unload tray 1 and leave unload until warrants are done.

   C.   Once the bar line is correct, then place the warrant paper in tray "3" and "4" face up and blue warrant portion facing north or away from you which ever one fits your understanding.

   At the Console Enter:
   "FEED MAIN"

2.   Insert the **"PAYROLL LOGO"** Floppy Disk in the 4635MX MICR Controller.

3.   At the IBM Console, set the printer up for warrants, the form name is **"PWAR"** for more information on printer commands refer to section 21514.2.

4.   Now we are ready to start the Xerox Printer, at the Xerox Console Enter:

   "@CPAY3"

NOTE: The system will then ask you "FOUR" question if all four have been done enter the command "Y" the system will then load all files from the floppy when all files have been loaded into the system you will see in asterisk

   "*ATTENTION YOU MAY REMOVE CHECK RESOURCE FLOPPY *****

   You can then remove the floppy.

5.   As soon as the warrants start to print stop the Xerox Printer and verify the warrants.

6.   When warrants are done printing enter the command **"END"** the job will end then the system will automatic delete all

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SECTION 21596.08   BACKUP AND RECOVERY (CONT)

"FONTS, FORMS, AND LOGO'S"

7. The system will **"ASK"** you to print the Audit Log Report. Please hit enter to continue just hit the **"ENTER"** key.

8. Remove all warrant paper from the printer.

9. Feed **"AUX"** (No Hole Paper).

10. Now you are ready to print the **"AUDIT LOG REPORT".**

11. Go to System Control ICON (The Terminal ICON).

12. Select **"AUDIT LOG"**

13. Select **"PAYCHK"** then click the **"PRINT"**

14. At the "Audit Log Print Options" click **"DETAIL"** and **"ALL"** then click apply/close the report will then print.

15. You can **"CLOSE ALL"** windows

16. Send **"AUDIT REPORT"** with warrants

    Note: If printer jams remove all purge sheets from purge bin and send with audit report reprints and blanks.

17. After the warrants and audit report are done, verify that there are no duplicate or damaged warrants by visually checking. Void all duplicated/damaged warrants; send all warrants, banner pages, and accounting page to GAO with audit.

18. Return to the Data Center with

    A. The Floppy (LOGO'S) Diskette

    B. Unused warrant paper

    C. The used warrants paper (checks) which now must be processed per normal procedures.

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Attachments

Attachments

17. (TITLE) PROCEDURES

17.1. Summary of Procedure Changes

17.2. Procedure Details

17.3. References

17.4. Attachments

18. (TITLE) PROCEDURES

18.1. Summary of Procedure Changes

18.2. Procedure Details

18.3. References

18.4. Attachments

19. (TITLE) PROCEDURES

19.1. Summary of Procedure Changes

19.2. Procedure Details

19.3. References

19.4. Attachments